



## MEMORANDUM

ADMINISTRATIVE  
SERVICES  
DEPARTMENT

To: All County Divisions/Departments/Offices  
From: Andrea Amundson, Interim Director of Accounting  
Date: 12/05/11  
Re: Year End Rollovers and 2011 Receiving (Receipt Processing) Cut Off Date

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As year-end approaches, we want to remind you of some very important dates and cutoffs specifically for encumbrance rollovers. If you know of anyone in your office who should be receiving year-end rollover and receiving information and is not on the distribution list, please forward the notice to them and contact me via e-mail with their name(s).

### **Open Orders - Closing or Roll Forward**

Please refer to the 11/3/11 open orders list sent to your office with a memo dated 11/7/11. (Someone in your office would have received this memo only if your office had any open orders at 11/3/11.) It is imperative to determine whether **each open order will need to be rolled forward or closed** in order for your encumbrance balances in JD Edwards to be accurate.

The Accounting Division must be notified about any purchase orders, field purchase orders or contracts:

- That you wish for us to close.
- That need to be rolled forward.
- That you close on your own (PO's and Field PO's only - contracts should be closed only by the Accounting Division, except in the case of those few departments who process their own OS orders).

### **Receiving**

This year, our New Year's holiday is Monday, January 2, 2012. **Beginning at close of business Friday, December 30, 2011, access to the receiving menu in JDE will be restricted and you will no longer be able to electronically receive any items in JD Edwards that were physically received in 2011. All receiving should be entered into the system by close of business December 30, 2011 in order for the expenditure to be applied to your 2011 budget.** Even if you do not have an invoice, but have received the goods or services during 2011, you should receive the item(s) into the system. If amounts or quantities need to be corrected, this will be done by Accounts Payable once the original invoice is received. **As always, you should not electronically receive in 2011 anything that will not be physically received on or before 12/31/11.** If you wait until 2012 to receive any 2011 goods and services, you will need to contact Kim Harter (x8549) in the Accounting Division to make sure the charge is moved via journal entry back to 2011.

If you anticipate being on vacation during this time and you do not have a back-up, please contact me to make other arrangements for your open orders.

Again, there will be no receiving allowed beginning at close of business Friday, December 30, 2011 thru noon on January 3, 2012. Tuesday January 3<sup>rd</sup> is the day Accounting will be processing PO rollovers and all users will be locked out of the receiving menu. You will be notified once that process is complete and access is restored.

### **Open Requisitions**

Any requisitions for 2011 and prior years' business which have not yet received division approval will be cancelled as of 12/30/11. Please contact the Purchasing Division with any questions regarding your outstanding 2011 and prior year requisitions.

### **Recap**

- All open orders must either be closed or placed on the designated roll-forward list by December 30, 2011.
- If orders are requested to be rolled over to 2012, you must notify the Accounting Division. Please note the encumbrance rollover does not roll your budget. The budget carryforward process is done on a case by case basis for non-project related commitments. Please notify the Budget Division directly for any amounts related to 2011 encumbrances you wish carried forward to 2012.
- If your department uses Field Purchase Orders, you are responsible for making sure they are closed by 12/30/11.
- Any outstanding requisitions from 2011 and earlier will be cancelled unless division approval is received by 12/30/11.
- The Accounting Division continues to be available to assist with closing orders per your request.

We look forward to a successful year-end and appreciate your attention and efforts related to this matter. Please feel free to contact me at extension 8546 if you have any questions.